

**The Reservoir High School  
2016-2017  
Music Department  
Parent/Student Handbook**



## I. MUSIC DEPARTMENT INTRODUCTION

Dear Parents and Students,

Welcome to the Reservoir High School Music Department! As members of the RHS Music Department you have not only joined a group of individuals passionate about music, but you have joined a family as well. Over the years, we have developed a strong tradition not only of musical excellence, but also of a united department where students and staff support each other to the highest degree.

Our goal for the Music Department is to help each student reach his/her maximum potential through practice and performance. We hope that over the course of the year, each and every student will find the opportunities they need to develop amazing talent, character, and a superior passion for music. We are truly fortunate to have a group of extremely talented students and a community that continues to support the arts. It is our hope that each student will call the RHS Music Department home and will feel connected to the esprit de corps that we have worked hard to maintain since the school's opening. We look forward to another successful year filled with excellent music!

*Sincerely,*

Dr. Greg Knauf  
Director of Choral Activities  
[gknauf@hcpss.org](mailto:gknauf@hcpss.org)

Mr. Colin O'Bryan  
Orchestra Director  
[colin\\_o'bryan@hcpss.org](mailto:colin_o'bryan@hcpss.org)

Mr. David Bacon  
Director of Bands  
[david\\_bacon@hcpss.org](mailto:david_bacon@hcpss.org)

**Reservoir High School Music Department**  
11550 Scaggsville Road, Fulton, MD 20759  
410.888.8864 Music Office 410.888.8849 Fax  
Music Department Website: <http://rhsmusic.wikispaces.com>

## II. DEPARTMENTAL INFORMATION & PROCEDURES

### RESERVOIR HIGH SCHOOL MUSIC COURSE OFFERINGS

The following courses are offered for credit. Registration for these courses is completed in the winter for the following school year. Specific requirements or auditions may be required for some courses. Please refer to the HCPSS Course of Studies Guide for further information.

#### INSTRUMENTAL MUSIC

Concert Band  
Symphonic Band  
Percussion Ensemble  
Orchestra

#### CHORAL MUSIC

Chorus  
Concert Choir  
Madrigal Singers (Chamber Choir)

#### GENERAL MUSIC

Guitar I-IV  
Music Theory I & II AP  
Music Technology I & II  
Piano I-IV

### EXTRA-CURRICULAR MUSIC ENSEMBLES

The following ensembles are offered as extra-curricular activities and are non-credit. These ensembles meet outside of the regular school day or at lunchtime. Offerings in this category are based on student interest and are re-evaluated yearly. There is a uniform fee associated with some of these activities. (See section on Financial Information)

#### INSTRUMENTAL MUSIC

Marching Band\*  
MB Color Guard  
Jazz Band

#### CHORAL MUSIC

Lunch Choir  
Women's Choir  
Men's Choir

\* - Required of all Symphonic Band Members



## DESCRIPTION OF EXTRA CURRICULAR ENSEMBLES

### Women's & Men's Choirs

The Women's Choir and Men's Choirs are extracurricular vocal ensembles currently open to anyone interested. Both choirs will perform a diverse repertoire of music from classical to pop at each concert and on the spring trip. Because the amount of rehearsal time for each ensemble is limited, students are expected to attend all rehearsals in order to perform at the concerts.

### **Lunch Choir**

Students currently enrolled in another performance based music class can seek permission to perform with the Concert Choir from Dr. Knauf via the Lunch Choir option. Once permission is granted, students will eat lunch in the choir room during their period 4A lunch shift while participating in the Concert Choir rehearsal. Attendance at both the lunch shift and during after school rehearsals is expected for students to participate in Concert Choir performances.

### **Jazz Band**

Jazz Band is an audition-based extra-curricular ensemble that rehearses one night a week on Thursday nights at 6:30-8:30pm starting around early November and continuing until the Spring Concert in May. Instruments needed are saxophones, trombones, trumpets, and rhythm section (piano, string or electric bass, guitar, drum set, and auxiliary percussion). Traditionally this is an ensemble around 18 to 20 members (5 saxophones, 4 trombones, 4 trumpets, and 5 rhythm section). Auditions take place after school in mid-to-late October.

### **Marching Band Color Guard**

The Color Guard is the visual program to the Marching Band. Auditions occur in mid-to-late May, and the guard rehearses weekly throughout the summer as well as at Marching Band Camp (prior to school starting) and throughout the Fall Marching Band season.



## **ADVANCED INDIVIDUAL AND GROUP PERFORMANCE OPPORTUNITIES**

### **All-State, Junior and Senior Level**

Students are encouraged to audition for the Maryland All-State performing ensembles (Concert Band, Jazz Band, Orchestra, Mixed Chorus, & Women's Chorus). These honor ensembles select the best and most talented students throughout the State. Even if a student is not selected for the All-State ensembles, he/she will experience tremendous growth from preparing for a live audition, performing in front of judges.

*Directors will provide students with the current deadline dates for registration and auditions.*

### **County Vocal and Instrumental Festivals**

In early February, the Howard County School System hosts County Vocal and Instrumental Solo and Ensemble Festivals for instrumental and vocal students. This is again another opportunity for students to grow musically by performing a solo (with piano accompaniment) or in a varying sized ensemble. Students interested will receive more information about this event prior to the Winter Break with a deadline of forms and money upon returning to school following the break.

### **Howard County High School GT Chorus**

Howard County offers a GT Chorus available to 12 students from each high school in the county. Students attend a limited number of rehearsals in preparation for a concert in the fall. Dr. Knauf recommends RHS students to the GT supervisors.

### **Howard County High School GT Orchestra**

Howard County offers a GT Orchestra available to all high school instrumentalists in the county. Auditions are held in the spring for the following schools year. Information can be found at [www.hsgto.org](http://www.hsgto.org)



The purpose of this national organization is to inspire music participation, create enthusiasm for scholarship, stimulate a desire to render service, and promote leadership in the music students of secondary schools.

### **CRITERIA FOR MEMBERSHIP**

Listed below are the pre-requisites necessary to apply for membership in the Tri-M Music Honor Society. You must maintain these criteria to continue membership in Tri-M. If at any time, you do not satisfy these criteria, you may be suspended from the honor society, losing all rights and privileges attached to such membership.

**Music Participation**—Candidates must have completed one year in a music ensemble at Reservoir High School and be currently enrolled in at least one RHS music ensemble class at the time of application. Continued membership in a school music ensemble is required for continued membership in Tri-M.

**Grades**—Candidates must have a minimum of a weighted 3.0 GPA at the time of application and must maintain a 3.0 or higher throughout Tri-M membership. Students must also maintain an A average in all enrolled music ensembles while members.

**Service**—Service projects or activities that benefitted another person or group, in which you were an active participant prior to the application, may be submitted. As a member, you will participate in additional service-related activities (previous service activities are not counted towards the requirement to maintain membership status). *Services or activities for which you **personally** received money or compensation do not qualify as meeting the service requirement of Tri-M.*

**Leadership**—Members of Tri-M are willing and able to step into a leadership role when asked or when they see that there is a need. Leadership is defined as an act or instance of leading; guidance; direction.

**Character**—Tri-M members demonstrate respect, responsibility, trustworthiness, fairness, caring, and citizenship. Examples of good character include following school policies and procedures, being punctual to class and rehearsals, assisting those who may need your help, and supporting other students.

**Application materials will be available in the Spring.**

### III. UNIFORM AND COSTUMING INFORMATION

#### ANNUAL COSTS ASSOCIATED WITH UNIFORMS AND COSTUMING

##### **\$25 CLEANING/MAINTENANCE FEE**

- Marching Band & Color Guard attire-*all members*

##### **\$30 CLEANING/MAINTENANCE FEE**

- Madrigals-*all members*

##### **\$15 CLEANING/MAINTENANCE FEE**

- Tuxedos-*male members*

#### **PURCHASE REQUIREMENTS**

##### **MARCHING BAND:**

Marching Band shoes and gloves-(see section below on MB)

##### **CONCERT Ensembles:**

- WOMEN: Concert dress - \$60. The dress will belong to the student. This is a one-time purchase for use while a member of the music program.
- MEN: Tuxedo shirt, bow tie & cummerbund set - \$25. The shirt will belong to the student. This is a one-time purchase for use while a member of the music program.

##### **CONCERT ATTIRE**

Symphonic Band, Concert Band, Orchestra, and Concert Choir wear the same performance attire. It is as follows:

##### **WOMEN**

Black Concert Dress\*  
Closed toe black dress shoes (1-2 inch heel required)+  
Black stockings or knee highs (no socks or colored hose)+  
Conservative jewelry (no unusually large earrings, necklaces, etc.)  
Hair accessories must be neutral in color or black

##### **MEN**

White Tuxedo Shirt with studs\*  
Black Tie and Cummerbund\*  
Black Tuxedo Jacket\*\*  
Black Tuxedo Pants\*\*  
Black Dress Shoes (no tennis shoes or boots)+  
Black Socks+

\* These items must be purchased through the music department and will belong to the student to use each year

+ These items are to be provided by the student.

\*\*The tux jacket and pants will be fitted to the student and on loan for the school year. These items must be returned following the Spring Concert.

##### **MARCHING BAND UNIFORM**

Complete Marching Band Uniform\*\*  
Black MB Shoes\*

Gloves\*  
Black Socks+

\* These items must be purchased through the music department and will belong to the student to use each year.

+ These items are to be provided by the student.

\*\* Provided by RHS Music Department

\* - These prices are only good for the first week of Band Camp fitting day. Orders placed after this date will be subject to an extra \$20 for shipping and handling charges.

##### **Marching Band Shoes/Gloves**

In order for the group to look like the Reservoir Marching Band, we must look sharp, precise, and uniform. Although each student is provided with his/her uniform jacket and pants, items as shoes and gloves cannot be provided. Arrangements have been made

through a private vendor to supply marching shoes and gloves for our students at a discounted price. CB Enterprises, Inc. will be at Reservoir High School during Band Camp to take shoe/glove fittings and orders.

Shoes \$33.00                      Gloves \$2.50 -- It is recommended that students order 2 pairs of gloves

## MADRIGAL COSTUMES

### **WOMEN**

Dress, Slip, Shoes, Stockings,  
Headdress

### **MEN**

Pants, Top, Vest, if needed,  
Shoes/socks, Hat

Madrigal costumes are provided by the Music Department. Students are responsible for upkeep of the uniform, and all items must be returned in good condition to the Music Department at the end of the year.

## JAZZ BAND ATTIRE

- **MEN:** Dress shirt and tie with dress pants, colored socks, and dress shoes. Suit jackets or sport coats are encouraged but are not required.
- **WOMEN:** Dressy outfit of your choosing. Outfit can consist of dress slacks and dress top, actual dress, or dress skirt with top including dress shoes.

## CARE OF UNIFORMS AND COSTUMING

In addition to the cleaning/maintenance fee, students are responsible for the care of their uniform.

### **Men's Concert Dress Requirements and Care Instructions:**

1. All shirts should be clean and pressed prior to performance. Wear a PLAIN WHITE undershirt with your tuxedo shirt.
2. You must wear black dress shoes. Boots and tennis shoes are not acceptable concert attire.
3. You must wear solid black socks.
4. Hair should be neat and trim.
5. Do not tie the cummerbunds or bow tie straps. Use the buckles. Safety pins may be used if needed provided they cannot be seen.
6. When not being worn, tuxedo jackets should be kept on the hanger to retain their shape. Pants should be hemmed prior to issue. Pant hems are to be HAND SEWN ONLY. *The use of adhesive materials, glue, "stitch witchery" or machine stitching is NOT allowed.*
7. DO NOT CUT THE FABRIC.
8. The tuxedo pants are machine washable. Check the label carefully. Cold water, Woolite, gentle cycle, and hang to dry.
9. BE CAREFUL with your concert attire. You are responsible for replacement. Ask questions to avoid costly mistakes.

### **Women's Concert Dress Care and Instructions**

1. Dresses are to be hemmed and pressed prior to performance. You are responsible for your hemming. Skirt hems are to be HAND SEWN ONLY. The use of adhesive materials, glue, or safety pins is NOT allowed. Pin the hem while wearing your dress shoes. Skirts should be one to two inches off the floor to avoid tripping. HINT: If you are unfamiliar with hemming, your local dry cleaner may provide this service for a nominal fee.
2. You must wear black, closed-toe dress shoes with a 1" or up to 2" heel. No flats, open-toed, or overly high-heeled shoes are allowed. Remember, this is the concert dress standard.
3. You MUST wear black stockings. You may wear black knee high stockings if you choose instead of pantyhose. You cannot wear socks or be bare legged.
4. Jewelry should be conservative. Again, you are part of a group. Large necklaces and highly visible earrings detract from the look. Bracelets should also be kept conservative.

5. Hair should be styled and off the face. See #4 in *Men's Dress and Care Instructions* above.
6. Stage lighting causes faces to look pale and washed out. Makeup, though not required, will enhance your appearance. Blush, lipstick, eyeliner and mascara are basics for stage performance.

## Marching Band Uniform Care Instructions

The Marching Band uniforms may need to be periodically dry-cleaned throughout the season. The Marching Band Uniform Fee includes the cost of cleaning. Please contact the Marching Band Uniform committee chair about arrangements for cleaning. Do NOT wash any part of the Marching Band uniform.

## REPAIR/REPLACEMENT COSTS FOR LOST OR MISSING COSTUMING

School issued uniforms and costuming are the responsibility of the student. They are to be kept in excellent condition, maintained as outlined in the handbook, and turned in at the end of the school year. Items that are not returned or are returned in poor condition will result in a replacement charge being assessed to the student. Charges for repair/replacement of these items are listed below.

### Replacement Costs

Each part of the Marching Band uniform has a specific replacement cost. Students will be assessed the cost of replacement plus shipping.

ITEM	COST
Plume (9" long)	\$18.50
Shako (hat) with box	\$73.89
Shako box	\$8.50
Raincoat	\$68.00

ITEM	COST
Jacket	\$310.33
Trousers	\$153.85
Mirror	\$4.50
Garment Bag	\$16.00

Tuxedo replacement costs are:

ITEM	COST
Tuxedo Jacket	\$80.00
Tuxedo Pants	\$40.00

ITEM	COST
Tie	\$8.00
Cummerbund	\$12.00

Replacement costs for the remaining groups are approximate based on yearly inflation:

ITEM	COST
Madrigal costumes	\$400.00

ITEM	COST
Gloves	\$2.50
Drum Major Gloves	\$3.50
Black Shoes	\$33.00

### Payment of fees

Any fees charged for missing or damaged uniforms or costuming must be paid by the end of the school year. Students with missing or damaged items will receive an obligation from the school and will not be able to receive graduation tickets, prom tickets, homecoming tickets, etc. until the obligation is paid.



#### IV. MUSIC BOOSTERS



##### **WELCOME TO RESERVOIR HIGH SCHOOL MUSIC!!**

We warmly welcome you to the Reservoir High School Music Boosters, an organization that provides the financial backing, volunteer support services, and activity planning that enables our music students and faculty to continue their truly outstanding heritage. As parents of music department students, you are automatically members of the Music Boosters, but we need your active participation to make our programs successful. We strive to support every element of the department at every level, and we greatly appreciate the involvement of parents and families in whatever roles you can fill.

The Reservoir High School Music Boosters is an entirely separate organization from the Reservoir High School Boosters that supports the athletic departments and activities at the high school. The articles of incorporation, by-laws, tax-exempt status, budgets, and other related documents are on file and available to the public in the Music Office.

We are looking forward to a very exciting and busy year in the Music Department, and the Music Boosters play in integral role in helping to continue old traditions and establish new ones. Without doubt, our students will first and foremost uphold Reservoir's tradition of excellence in performance as well as strong character, maturity, and personal responsibility everyday and everywhere, both on stage and off. Our students are able to excel thanks to the loving guidance and support of their teachers and school administrators, as well as the Music Boosters.

Please join us for our meetings, usually held the **second Monday of each month** from August through June at **7:00 pm in the RHS Music Suite**. Review the committees listed in this handbook and contact me or a chairperson to volunteer. Plan to attend the various events and activities we hold in support of the students.

Read our e-mails, subscribe to the HCPSS news system, sign onto the RHS Music list serve, visit our Facebook site (Reservoir HS Music Boosters) and visit our website, <http://rhsmusic.wikispaces.com> frequently. Take every opportunity to join us in our activities. The Reservoir Music Department is a great source of pride to the school community and our dedicated instructors and students deserve our utmost support.

Please keep informed and get involved. We hope to see you soon and often.

Sincerely,  
Robb Maruschak  
President  
Reservoir High School Music Boosters, Inc.

*The RHS Music Boosters purpose is to support the RHS Music Department above and beyond the funding provided by the Howard County Public School System.*

## RESERVOIR HIGH SCHOOL MUSIC BOOSTERS, INC.

### 2016-2017 Board of Directors

<b>President</b>	Robb Maruschak	301-483-3179	robbschak@gmail.com
<b>1<sup>st</sup> Vice President</b>	Maria Diggins	301-758-1610	mspezio@yahoo.com
<b>2<sup>nd</sup> VicePresident</b>	Tish Filomena	301-503-5468	cherryish@comcast.net
<b>Treasurer</b>	Karen Waters	301-490-2030	kewaters1@verizon.net
<b>Secretary</b>	Debbie Meyers	301-789-8871	debbie.meyers@gmail.com

### RESERVOIR HIGH SCHOOL MUSIC BOOSTERS 2016-2017 MEETINGS

#### General Meetings

There are three general meetings held throughout the year (September, January and May). A summary of the budget and overall fundraising plan for the year will be presented at the September meeting. The January meeting will be an opportunity to review accomplishments and upcoming events. The meeting in May is held to elect and install the new board of directors. Members are welcome to attend any meeting throughout the year.

#### Monthly Meetings

The RHS Music Boosters board of directors will meet with the directors usually on the second Monday of the month at 7:00 p.m. to review fundraising and other committee activities. Attendance at these meetings by the entire music department family is strongly encouraged.

### RESERVOIR HIGH SCHOOL MUSIC BOOSTERS COMMUNICATIONS

Web page: <http://rhsmusic.wikispace.com>

Facebook: RHS Music Boosters

Mail list: [rhsmusic@yahoogroups.com](mailto:rhsmusic@yahoogroups.com) Anyone can send emails to this listserv. It is a moderated email list; only emails pertinent to RHS Music will be approved and broadcast to the RHS Music community.

Email is our primary means of communication. To automatically subscribe to the RHS Music email list, send a blank email to [rhsmusic-subscribe@yahoogroups.com](mailto:rhsmusic-subscribe@yahoogroups.com)

When your student has graduated, feel free to unsubscribe from the email list by sending a blank email to [rhsmusic-unsubscribe@yahoogroups.com](mailto:rhsmusic-unsubscribe@yahoogroups.com). Please join our **RHS Music Alumnus** email list. This email list will broadcast news and information pertinent to alumni events. We thank you for your years of support to RHS MUSIC!!

#### Money Collection Procedures

For security, checks are the preferred method of payment for all class fees, uniform costs, fundraising, etc.

1. Please make all checks payable to: **RHS Music Boosters**.
2. Please include your CHILD's name and payment purpose on your check memo line.
3. Please put your check and any required forms in a sealed business envelope with the student's name and purpose for payment on the outside of the envelope. (Note: Paper clips come loose in the box and separate checks from forms when not in envelopes.)
4. Students should deposit the envelope in the safe located in the band room.
5. Payments for fundraising events should NOT be combined with any other payments.
6. Payments for multiple siblings MAY be combined but should be clearly marked in order to receive proper credit.

## PROGRAMS, ACTIVITIES and VOLUNTEERING

The table provides a description most of the programs and activities supported by the Music Boosters and gives a general sense of when the activities occur. We always have opportunities for enthusiastic volunteers ready to support our program. If you are willing to volunteer, please contact our Volunteer Coordinator, Cynthia Dzubak at [zubiedoobiedoo@msn.com](mailto:zubiedoobiedoo@msn.com) or by using our Signup Genius site at: <http://www.signupgenius.com/go/10c044da5a82cabfa7-rhsmusic>

Program/Activity	Time of Year or Commitment	Description for Chair and Volunteers
<b>Department Fundraising / Fundraising Events</b> (Fundraisers that are applied 100% to the music department needs)		
March-a-thon	Aug thru Sep	Coordinate annual March-a-thon (sponsors for miles marched during MB Camp); should be available during MB Camp
Yard Sale	Sep	Organize and advertize the music department's use of 15 spaces for a yard sale donated by the RHS PTSA (yard sale host).
Advertising/Patron Ads	Sep/Oct/Nov	Solicit business ads and patron ads (Note Club) for concert programs
Restaurant Nights	Aug thru June	Organize and advertise restaurant night fundraisers throughout the school year.
Music In Motion MB Competition	Oct	Plan event, coordinate all aspects of hosting a marching band competition, including collaborating with USSBA, contacting/inviting bands, program ads, ticket sales; day-of-event operations, e.g., parking, facilities, trophy presentations, coordinate performances, trophy presenters, etc.
Pops Concert	Feb	Plan event (desserts and ticket sales)
<b>Student &amp; Department Fundraising / Fundraising Events</b> (Student Fundraisers are applied 60% to the student and 40% to the department)		
Mattress Sale	Sep.	Very easy, one-day event. The chairperson simply needs to work with the mattress representative to get flyers out and spread the word and manage students on-site the day of the sale.
Pizza & Pretzel Sales	Sep	Contact person for pizza/pretzel sales; coordinate delivery/distribution. Volunteers needed the day of delivery.
Fruit Sales	Dec/Jan/Feb	Contact person for fruit sales; coordinate delivery/distribution
Grocery Cards	All year	Obtain cards, facilitate sales and delivery
<b>Student Only Fundraising / Fundraising Events</b> (Student Fundraisers are applied 100% to the student)		
Sheet Sale	Nov	The chairperson simply needs to get flyers out and spread the word.
Chocolate Sale	Jan/Feb	Contact person for chocolate sales; coordinate delivery/distribution
<b>Marching Band Support</b>		
Chaperones	Sep/Oct/Nov	Escort students to local venues: MB competitions, county festivals
MB End of Camp Dinner	Aug	Plan dinner for end-of-MB Camp celebration (MB debut to follow)
MB Banquet	Nov	Plan end-of-MB celebration dinner (awards to follow)
MB Camp Dinners	Aug	Coordinate/cook dinners for MB staff during second week of MB Camp
MB Camp Prep	Aug	Prepare back parking lot - repainting, removing debris, repairing ropes/posts
MB Pit Crew	Sep thru Nov	Assist with making MB props; help with truck loading layout; assist with loading/unloading truck for MB competitions; moving MB/pit equipment to/from field; does involve physical labor

MB Ticket Sales	Sep thru Nov	Be available prior to MB competitions to sell tickets to parents/friends/family
Sewing (color guard, multiple)	Sep/Oct/Nov/Dec	Sew flags or other needs (CG); sew costumes (Mads)
Uniforms - MB	Aug thru Nov	Inventory; ensure all students have necessary attire; be available prior to competitions for last minute repairs; end-of-season return/inventory
<b>Concert / Performance Support</b>		
Awards Night Banquet	May	Plan dinner for end-of-year celebration (awards to follow)
Chaperones	All year	Escort students to local venues: MB competitions, county festivals
Concert Concessions	Dec//May	Help with concession stand during concerts
Concert Ticket Sales	Dec/May	Sell tickets in Box Office for concerts
Concert Stage Arrangement	Dec/May	Set up/re-arrange/tear down stage arrangements with student support
Concert Stage Decoration	Dec/May	Set up/tear down stage decorations
Concert Program	Dec/May	Facilitate program (ads, patrons) with directors; get to/retrieve from printer
Concert Recording	Dec/May	Assist with recording performances
Sewing	Sep/Oct/Nov/Dec	Sew flags or other needs (Color guard)); sew costumes (Mads)
Uniforms - Concert attire	pre-Dec/pre-May	Ensure all students have necessary attire; be available prior to concerts for last minute repairs; inventory
Uniforms - Madrigals	pre-Dec/pre-May	Ensure all students have necessary attire; be available prior to concerts for last minute repairs; inventory.
<b>General Booster / Administrative Support</b>		
Alumni Relations	All year	Manage email list serve; facilitate database to maintain contact with alumni
Budget Committee*	May thru Sep	Devise budget, submit for approval in Sep
Music CD Production	May	Compile and publish end-of-year music CDs
Handbook	Aug thru Sep	Compile and publish beginning-of-year Parent Handbook
Nominating Committee*	Spring	Solicit for elected officers for following year's board (president, VP, treasurer, secretary)
Public Relations & Communications	All year	Advertise events to local papers and other parent groups
Scholarship Committee*	Spring	Accept applications and award monetary scholarships to graduating seniors
Spirit Wear	All year	Determine needs, manage inventory, help with sales or orders for RHS Music spirit wear
Volunteers	All year	Assist chairs to obtain additional helpers as needed
Webmaster	All year	Facilitate website

\* - By-Law required committees

## V. Fundraising

Music programs are not unlike sports programs in that parental support, both physically and financially are critical to the success of the program. The music program at Reservoir HS is academically one of the top High School programs in the county and it is because of you, the parents, we are able to offer this high level of support for our students to continue to excel and achieve. The key ingredients are in place; a phenomenal teaching staff, a dedicated and skilled support staff, and a committed parent network. We continue to ask for your help as you have throughout your child's school years. The support required may be different than in the elementary days, but it is equally important and maybe even more critical as we strive to help students become career and college ready. Please consider volunteering your support to this worthwhile cause.

## TYPES OF FUNDRAISERS

For a description of the fundraisers, refer to the section on programs and activities. There are basically 2 types of fundraisers.

1. Fundraisers that are applied 100% to the music department needs:
  - a. Concert Receipts
  - b. Concert Ads
  - c. March-a-thon
  - d. Pops Concert
  - e. Restaurant Nights
  - f. Yard Sale
2. Student & Department Fundraisers are applied 60% to the student and 40% to the department:
  - a. Mattress/sheet Sale (follows a different pay structure)
  - b. Fruit Sales
  - c. Joe Corbi's
  - d. Grocery Cards
3. Student Only Fundraisers are applied 100% to the student
  - a. Sheet Sale
  - b. Chocolate Sale

## STUDENT FUNDRAISERS

The purpose of student fundraising is to help the student defray some of the costs associated with the music program. When a student fundraises, the profit that he/she earns from that fundraiser is entered as a **credit** next to the student's name. The credit may be used to offset trip costs or to cover class fees or repair/replacement of uniforms. If a student does not use his/her entire credit in a given year, it will carry over to the next school year.



## Grocery Card Program

### What is the Grocery Card Program?

The Grocery Card Program is a Music Department Fundraiser which is open to all students in a music program at Reservoir HS (Marching/Symphonic Band, Concert Band, Color Guard, Concert Choir, Women and Men's Ensembles, Madrigals, Orchestra, Jazz Band and Indoor Drum Line). Participation is a relatively painless way to earn money for your Student's Account as well as the General Music Fund.

**\$100 Grocery Cards** are purchased at a discount from the following stores: Weis Markets, Giant Food, Food Lion, and Shoppers Food. When you purchase the gift cards, **3 percent** of your purchase is credited to your Student's Account and **2 percent** is credited to the General Music Fund that benefits all students. Unfortunately, we cannot offer gift cards for Harris Teeter, Wegmans, or Safeway as they do not offer us the **5%** discount.

Gift cards are used the same as a debit card. You slide the card at the point-of-sale terminal, and press the "Gift" button. Your receipt shows the amount used and the remaining balance. There is no effect on your bonus card points or discounts. You get the full face value of the cards when you shop. **Earn while you eat!**

If your family spends \$100 a week on groceries, year-round participation in the grocery card program will add \$156 to your student's trip account while spending \$800 a month earns \$288. Make purchases weekly, bi-weekly, monthly, or at any interval that is convenient for you. In the current economy, **3 percent** is a good return on your money, and everyone buys groceries. Get Grandparents and Neighbors involved in the program and build your student's trip account.

### How to Purchase the Grocery Cards?

During the school year contact Tina Sauer to order and arrange for pick-up of your grocery cards. Include the following information: Grocery store, number of \$100 cards and your contact info.

- Tina Sauer – 301-575-7687 or [tinajsauer@yahoo.com](mailto:tinajsauer@yahoo.com), 8029 Crest Rd., Laurel

Additionally, an email is sent to the listserv letting parents know when we'll be at Reservoir during the week so you can pick-up your grocery cards at that time.

- Cash or checks are accepted. Make all check payable to RHS Music Boosters.
- Indicate the name of your Student.
- Bounced Checks will incur all bank fees charged to the Music Boosters. Cash will be necessary for any future purchases of gift cards.

## VI. SPRING TRIP/MUSIC FESTIVAL

Near the end of each year, typically in March or April, the Reservoir High School Music Department participates in a national-level music festival and adjudication. In past years the school has traveled to Virginia Beach, Williamsburg, Myrtle Beach, Atlanta, Boston, Orlando and Chicago. The purpose for these trips is to seek out reputable judges and compete with other music departments throughout the country. Bonding and growing pride in the department are by-products of this event.

## GENERAL TRIP INFORMATION

- The trip is usually three nights and four days. (Add 1 day for trips to Orlando, FL)
- Travel to and from the festival is by coach buses.
- Students can sign up for a particular bus to travel with friends.
- The students share hotel rooms, usually four to a room.
- Students have the opportunity to select their roommates.
- Male & female rooms are separated by floor or opposite ends of a hallway.
- There is at least one chaperone for every ten students.
- The chaperones are first selected from senior parents who have devoted time & energy to the music boosters over four years and then from other parents who have been actively involved in the music boosters.
- Chaperone & director's rooms are located among the student rooms.
- Curfew is set each night depending on that night's & the next day's activities.
- A room check is conducted at curfew.
- Chaperones monitor hallways & room access after curfew.
- Chaperone & hotel security work together to ensure the students' safety.
- All Howard County School rules & regulations are enforced during the trip.
- Prior to the trip, all students are required to recite a pledge to their parents & school officials concerning their conduct on the trip.
- Typically, the cost of the trip for each student has been approx. \$750 - \$850.00, to include transportation, registration, hotel & some meals. Several activities such as a theme park or show are normally included.
- Additional spending money for snacks, gifts, food, etc., in the amount of \$70.00 - \$100.00 is recommended.
- Various fundraisers exist to enable students to help defray the cost of the trip. Some students have completely financed their trip through these efforts, including spending money.
- **PLEASE NOTE:** All trip payments must be paid in full no later than one (1) month prior to the departure date.
- All students are required to attend school the day after the trip with all assignments completed!

All parents are welcome to attend the festival, as it is open to the public. However, separate accommodations/arrangements must be made.



## VII. RHS MUSIC DEPARTMENT STATEMENT OF POLICIES

Dear Members, Parents and Guardians:

In order to maintain a high level of performance and discipline, each member must know what is expected of him/her. It is necessary for each member to adhere to the expectations listed below. Each student's participation in any Music Department function is contingent upon this policy being signed and returned to your Director. Should you have any questions, contact your ensemble Director.

Sincerely,

Reservoir High School Music Department Directors

1. Each member shall follow ANY and ALL directives and commands by Directors, Drum Majors, director-appointed Student Leaders, Substitute Teachers, and Chaperones. Instructions are to be followed the first time given.
2. Food and drink are allowed in the ensemble rooms as a privilege given to students. Students are expected to respect their surroundings by keeping the music rooms clean. This privilege will be removed at the discretion of the directors if the music suite is not kept clean. Food and drink are *not* allowed in the practice rooms, music tech lab, or auditorium.
3. All students are responsible for proper use of practice rooms, equipment, music, uniforms, and other necessities that are property of the Howard County Public School System or Reservoir High School. Abuse or neglect will result in the loss of the individual's use of the item, disciplinary action if warranted, and that individual becoming financially responsible for repairs or, if determined un-repairable, the item's replacement. Students must also receive permission to use the rooms in the music suite for anything other than class.
4. The Music Department offers an "open door" policy to students. However, students are prohibited from phone or office use unless given specific permission by the directors. Failure to comply could result in disciplinary action as decided by the directors.
5. Each member is to actively schedule his/her activities so that he/she is able to attend all Reservoir High School Music Department functions that pertain to the member. The calendar is issued at the beginning of the year, so that all conflicts may be avoided. *Work or transportation issues are not excuses for missing a scheduled event.* Please make arrangements in advance to avoid conflicts.
6. It is expected that Music Department members practice at home a minimum of 20 minutes a night. Furthermore, unless otherwise instructed by your Music Department Director, students should complete homework individually.
7. Attendance of the rehearsal prior to a scheduled performance (i.e., a dress rehearsal) is MANDATORY. A student's unexcused absence from a mandatory rehearsal will result in that member NOT performing in that particular scheduled performance. The student will still be expected to attend the performance as a spectator, but will not be allowed to perform.
8. Music Department directors may exercise their prerogative to call additional practice sessions for any/all performing groups. These will be held to a minimum and take place only when deemed necessary with at least 2 weeks prior notice.
9. All planned performance, rehearsal, and dress rehearsal absences shall require **parental written notice** delivered to your director AT LEAST one week prior to the performance/rehearsal to be missed. This also includes all RHS sports related conflicts.
10. An excused absence from a mandatory practice shall be for illness, family emergency, major pre-planned family events (weddings, vacations, etc.), court appearances, communicated and approved RHS sports conflicts, and only those reasons considered legitimate by the school board for regular school day absence. It is understood that if a student attends school, they are able to attend that day's after-school/evening mandatory rehearsal unless worked out with their director one week prior to event **with a written parental note**.
11. All members shall ride with the Music Department to and from events when bus transportation is provided. An exception may be made when a member produces a parental note giving the member permission to leave after the performance in a private car. The notes MUST be presented to your director three days prior to departure from school for the Principal's approval.
12. For performances, all members must leave all personal property and articles that cannot properly be worn within the uniform itself on the buses, in Music Department classrooms, or in their cars. The Music Department is not responsible for lost or stolen items. The only



uniform exception shall be at the Marching Band director's discretion for cold weather as coats may then be permitted to be worn in the football stands, but may not be worn or carried by a member as the Marching Band enters and exits the football area.

13. Music Department members are expected to stay in concert attire and maintain proper concert etiquette for the duration of a concert, not just the students' performance on stage. This includes shirts remaining tucked in, bow tie and cummerbund worn appropriately.

14. The Music Department has the expectation that ALL students actively participate in Music Booster or student account fundraisers. Funds earned through student account fundraisers can be used to subsidize any/all Music Department expense(s) (i.e. Spring Trip, Jacket, Concert Attire, Uniform related fees, etc.).

15. Any student who leaves the Music Department shall have all funds in their personal account held in escrow until their graduation. As these funds have been raised for Music Department purposes, all escrow and active accounts' balances will be applied to the general Music Department Boosters expenses or a sibling's account upon the member's graduation.

16. There shall be NO gum chewing during performances, practices, sectionals, or rehearsals.

17. Regardless of age, no student is to POSSESS, USE, BE UNDER THE INFLUENCE, OR IN THE PRESENCE OF DRUGS, TOBACCO OR ALCOHOL AT ANY TIME. Disregard of this policy during a Music Department function shall result in the member being held accountable in accordance with the Howard County Department of Education's Drug and Alcohol Policy.

18. The Spring Trip is viewed as a reward for hard work and dedication throughout the school year. Consequently, student behavior or lack of involvement prior to and during the spring trip may result in that student not being eligible for participation on that year's or following years' spring trips. Such decisions will be made without debate regardless of financial status. Students must also be academically eligible to participate in the spring trip in accordance with the extra-curricular/athletic eligibility policies (p. 13 in the RHS Student/Family Handbook).

19. In addition to the students being in good academic standing as well as meeting the behavioral expectations, participation in the extra-curricular spring trip is contingent upon students earning ten (10) hours of service to the RHS Music Department. Students will be required to meet benchmark hour requirements to remain in good standing for spring trip participation. Service hour benchmarks will be announced throughout the year based on the number of service hour opportunities available. Service hours can be earned through participation in a variety of non-performance and fund-raising events including the mattress sale, Music in Motion (fall marching band competition @ RHS), the county Middle School Orchestra Assessments, concert set-up and cleanup, etc.

20. All Music Department students and parents are encouraged to frequently monitor the Reservoir High School Music Department Website ([www.rhsmusic.wikispaces.com](http://www.rhsmusic.wikispaces.com)). Course Syllabi and Grading Policies, as well as the Music Department Calendar, and other important pieces of information are always available. By signing this form parents/guardians are also giving permission for pictures of students to be posted on the RHS Music Department Website and printed publications.

Any failure by a member to comply with the above policies shall result in a director meeting to consider possible actions to be taken regarding his/her future Music Department participation and status. All concerned parties will adhere to such decisions without debate.